

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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SECRETARY OF THE SENATE  
PUBLIC RECORDS  
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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
  - ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
- NCTA - The Internet & Television Association

Private Sponsor(s) (list all): \_\_\_\_\_

Oct. 3, 2019 - Oct. 4, 2019

Travel date(s): \_\_\_\_\_

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$303 train	\$298 hotel	\$112	\$65 bus transportation
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

11/1/19

KEVIN HOLMES

(Printed name of traveler)

*Kevin Holmes*

(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

*Robert J. Wicker*

(Signature of Supervising Senator/Officer)

11/1/19

(Date)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Kevin HolmesEmploying Office/Committee: U.S. Senate Committee on Commerce, Science, & TransportationPrivate Sponsor(s) (list all): NCTA - The Internet & Television AssociationTravel date(s): 10/3/19 - 10/4/19*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): New York City, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

As FCC Counsel on Detail for the Senate Committee on Commerce, Science, and Transportation with responsibility over telecommunications issues, including video and media services, the trip will allow a deeper understanding of the technology and engineering required to provide video content and broadband services. The trip will be especially informative as the Committee considers legislation affecting the video industry.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9 / 20 / 19  
 (Date)

  
 (Signature of Employee)

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TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

 I, Senator Roger F. Wicker hereby authorize Kevin Holmes  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9 / 20 / 19  
 (Date)

  
 (Signature of Supervising Senator/Officer)

# United States Senate

## SELECT COMMITTEE ON ETHICS

October 2, 2019

Kevin Holmes  
Committee on Commerce, Science, and Transportation  
United States Senate  
Washington, DC 20510

Dear Mr. Holmes:

This responds to your recent correspondence concerning an invitation you received to travel on a fact-finding trip to New York, New York, on October 3–4, 2019, sponsored by NCTA – The Internet and Television Association (NCTA). NCTA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. However, NCTA has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you on *any segment of your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and one overnight stay) trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, NCTA is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.


<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any segment of your trip" has a specific definition. See *id.* at 3.

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

  
for Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): NCTA - The Internet & Television Association
  2. Description of the trip: Travel to New York City to visit a number of NCTA's programmer and operator member companies' facilities for tours and presentations by industry experts.
  3. Dates of travel: October 3, 2019 - October 4, 2019
  4. Place of travel: New York City, NY (NYC)
  5. Name and title of Senate invitees: See attached list.
  6. I *certify* that the trip fits one of the following categories:
    - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - [OR]**
    - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
    - [AND]**
    - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - [AND]**
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

**12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

NCTA has sponsored congressional trips for Members of Congress and Congressional Staff to our annual convention (The Cable Show and INTX) since 1975. In past years, NCTA has sponsored Congressional Staff trips to NYC and Denver.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NCTA organizes tours and presentations to give Congressional Staff a deeper understanding of the

technology and engineering required to provide quality video content and broadband services to consumers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$260 train \$100 ground transportation	\$298 hotel	\$105	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) Each event is being planned specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

Many of NCTA's member companies have major facilities in New York City allowing us to visit many locations in one day and provide staff with a diverse experience.

19. Name and location of hotel or other lodging facility:

Parker New York Hotel, 119 W 56th Street, New York, NY 10019

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to tour stops and price of available hotels.



NCTA Congressional Staff Trip  
October 3 - 4, 2019  
New York City

**Thursday, October 3, 2019**

**6:00 - 9:08 a.m.**

## Acela 2100 Train to NYC

**Depart: Union Station; Arrive: Penn Station**

9:08 - 9:20 a.m.

**Travel (Walk to AMC)**

**9:20 - 10:00 a.m.**

**Breakfast\* and Presentation at AMC Networks on the Future of the Internet and Television Industry**

**AMC Networks, 11 Pennsylvania Plaza**

This presentation will serve as an educational overview of the cable industry, highlighting its current opportunities and challenges, with a focus on how the cable industry affects and influences economic policies. Key topics will include cable job creation, the importance of protecting intellectual property in order to encourage robust content development, innovation and creativity in the cable industry, and innovative partnerships. The speaker (Josh Reader, Executive Vice President of Business Development and Strategy at AMC) will also provide insight into the ecosystem of AMC Networks and its relationship to the cable industry, both at present and into the future. The speaker also may explain how the industry is using technologies to meet consumer demand and how light-touch regulation has spurred investment in innovation.

***Relation to official duties.*** Staff invited to attend all have responsibilities in the area of technology and telecommunications policy. Attending the AMC presentation will provide staff with information on the contribution of the cable industry to economic growth and job creation and a sense of the challenges and opportunities for the industry that could be affected by policy decisions in Washington.

10:00 - 10:25 a.m.

### Travel (Bus to Chelsea Market)

**10:25 - 11:25 a.m.**

**Tour of Spectrum's NY1 and Presentation on the Value of Cable Programming**  
*NY1 Studios at Chelsea Market, 75 9<sup>th</sup> Avenue*

This presentation will focus on the production and delivery of news content. Attendees will tour the newsroom and studio booths of NY1, and presenters will discuss how news is gathered and produced in remote locations, delivered to back to the control room, and edited into the program stream, including during live transmissions. If available, one of NY1's on-air personalities will meet with the group and speak about the production and value of cable news.

**\*All meals paid for and provided by NCTA**

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policy decisions in areas like wireless spectrum policy or intellectual property may affect content production and distribution.

2:45 - 3:00 p.m.

Travel (Bus to Parker Hotel)

3:00 – 4:30 p.m.

Check-In to Hotel

4:30 – 5:00 p.m.

Travel (Bus to The Daily Show)

5:00 - 5:45 p.m.

**Presentation at The Daily Show Studio to Discuss the Process of Content Production and the Importance of Protecting Content from Being Pirated**  
*733 11<sup>th</sup> Avenue*

On this tour stop, staff will have the opportunity to go backstage at The Daily Show studio where a speaker from Viacom will discuss all that goes on behind the scenes in preparation for the recording of a live event, from background research to guest outreach. The presentation will also highlight the significant investment that goes into content production and the importance of protecting content from piracy in order to foster further investment.

***Relation to official duties.*** Staff invited to attend all have responsibilities in the area of technology and telecommunications policy. Attending the presentation will provide staff with a better understanding of how television content is produced and delivered and how policy decisions in the area of intellectual property may affect content production, distribution, and investment.

5:45 - 7:00 p.m.

Time to check email and communicate with the office

7:00 - 7:15 p.m.

Travel (Bus to Fox Studio)

7:15 - 8:15 p.m.

**Tour of Fox Sports Studio and Live Taping to Understand How Live Sports and Related Programming Originates and is Distributed to American Consumers**  
*1211 6<sup>th</sup> Avenue*

At the Fox Sports studio tour and live event production stop, attendees will see how live sports events are produced and distributed in real time, from receiving the live sports content to incorporating in-studio commentary. Attendees will visit the control room for the production and see the director of the program choreographing on-air talent, cameras, audio and graphics packages as the NFL Thursday Night Football pre-game show unfolds. Presenters will showcase the technological investment needed to produce high-quality live events and explain how spectrum is coordinated and used in high-intensity use environments.

***Relation to official duties.*** Staff invited to attend all have responsibilities in the area of technology and telecommunications policy. Attending the production and presentation will provide staff with a better understanding of how premium live events are produced, including how significant investments in technology

\*All meals paid for and provided by NCTA

are necessary to ensure that consumers get the production quality they expect. Staff also will obtain a better understanding of how decisions in the area of spectrum policy may affect content production, distribution, and investment.

**8:15 – 8:30 p.m.**

Travel (Bus to Dinner)

**8:30 - 10:00 p.m.**

**Lattanzi**  
**361 West 46th Street**

**Overnight at the Parker New York Hotel**  
**119 W 56<sup>th</sup> Street, New York, NY 10019**

**Friday, October 4, 2019**

9:03 - 11:49 a.m.

**Acela 2151 Train to DC**  
Depart: Penn Station; Arrive: Union Station

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Senate Invite List			
Last	First	Office	Title
Adame	Jon	Sen. Marsha Blackburn (TNS02 R)	Counsel
Ajay	Kundaria	Sen. Klobuchar/Senate Committee on the Judiciary	Chief Counsel
Anant	Raut	Sen. Feinstein/Senate Committee on the Judiciary	Counsel (antitrust/privacy/tech)
Anderson	Collin	Sen. Richard Blumenthal (CTS01 D)	Legislative Assistant (privacy)
Andeweg	Erica	Sen. Deb Fischer (NES01 R)	Legislative Assistant
April	Jones	Sen. Amy Klobuchar (MNS01 D)	Counsel
Aronson	Alex	Sen. Whitehouse/Senate Committee on the Judiciary	Counsel
Ball	Dan	Senate Committee on Commerce, Science, and Transportation	Director for Telecom Subcommittee
Beltrone	Genny	Sen. Jon Tester (MTS01 D)	Legislative Assistant
Bone	Shawn	Subcommittee on Communications, Technology, Innovation and the Internet	Senior Counsel (MIN)
Branscome	John	Subcommittee on Communications, Technology, Innovation and the Internet	Staff Director (MIN)
Carter	Jonathan	Sen. Richard Blumenthal (CTS01 D)	Counsel
Crawford	Andy	Sen. Coons/Senate Committee on the Judiciary	Counsel
Dailey	Brendan	Sen. Shelley Moore Capito (WVS02 R)	Legislative Assistant
Dattilo	Ryan	Senate Committee on the Judiciary	Counsel (MAJ)
De Bianchi	Alex	Rep. Jacky Rosen (NVS02 D)	Senior Leg Assistant
Didier	Barjon	Sen. Gary C. Peters (MIS02 D)	Legislative Counsel
Dowd	J.P.	Sen. Patrick J. Leahy (VTS01 D)	Chief of Staff
Duck	Jennifer	Sen. Feinstein/Senate Committee on the Judiciary	Chief Counsel
Einhorn	Eric	Sen. Brian E. Schatz (HIS01 D)	Senior Counsel
Essington	Michael	Sen. Todd C. Young (INS01 R)	General Counsel
Flood	Victoria	Sen. Shelley Moore Capito (WVS02 R)	Legislative Assistant
Hawatmeh	Nick	Sen. John Kennedy (LAS02 R)	Leg Counsel
Hill	Kyle	Sen. Rick Scott (FLS02 R)	Legislative Correspondent
Holmes	Kevin	Senate Committee on Commerce, Science, and Transportation	FCC Detailer
Jensen	Lindsay	Sen. Dan S. Sullivan (AKS01 R)	Legislative Assistant
Jones	Narda	Sen. Maria Cantwell (WAS02 D)	Legislative Counsel
Kelsey	Joel	Sen. Richard Blumenthal (CTS01 D)	Chief of Staff
Lari Jochum	Rita	Senate Committee on the Judiciary	Counsel
Leavitt	Ryan	Sen. Josh Hawley (MOS01 R)	LegislativebDirector
Leuchten	Chris	Sen. Krysten Sinema (AZS01 D)	Counsel/Policy Advisor

Lin	John	Senate Committee on Commerce, Science, and Transportation	Pro Staff
Lock	Andy	Sen. Roy Blunt (MOS01 R)	Legislative Assistant
Lomagistro	Collin	Sen. Rick Scott (FLS02 R)	Legislative Asst
Love	Sam	Sen. Cory S. Gardner (COS02 R)	Legislative Assistant
Marc	Lanoue	Sen. Klobuchar/Senate Committee on the Judiciary	Counsel/detaillee
McGrath	Conor	Sen. Jerry Moran (KSS01 R)	Legislative Aide
McNeil	Jena	Sen. Joni Ernst (IA02 R)	Legislative Director
Middleton	Bakari	Sen. Cory Booker (NJS02 D)	Counsel
Moulton	Brian	Sen. Tammy Baldwin (WIS02 D)	Counsel
Munro	Mary Kate	Sen. Joni Ernst (IA02 R)	Legislative Aide
Payne	William	Sen. Ben Sasse (NES01 R)	Counsel
Pendle	David	Sen. Leahy/Senate Committee on the Judiciary	Counsel
Pettit	Sydney	Sen. Shelley Moore Capito (WVVS02 R)	Legislative Assistant
Pollard	Beatrice	Sen. Chuck Schumer (NYS01 D)	Legislative Assistant
Rankin	Duncan	Sen. Ted Cruz (TXS02 R)	Legislative Assistant
Rigney	Yasmin	Sen. Kamala Harris (CAS02 D)	Senior Policy Adviser
Sachtjen	Alex	Sen. John Thune (SDS01 R)	Legislative Assistant
Samp	Scarlet Doyle	Sen. John Thune (SDS01 R)	Liason to Legislative Directors
Stahler	Jonathan	Sen. Christopher A. Coons (DES02 D)	Chief of Staff
Strickland	David	Senate Committee on Commerce, Science, and Transportation	Staff Director (MIN)
Strobel	Mimi	Sen. Ron H. Johnson (WIS02 R)	Legislative Assistant
Trusty	Olivia	Subcommittee on Communications, Technology, Innovation and the Internet	Policy Director
Tully	Crystal	Subcommittee on Communications, Technology, Innovation and the Internet	Deputy Staff Director
Watts	Brad	Sen. Thom Tillis (NCS01 R)	Legislative Assistant
Wellum	Joel	Sen. Mike Lee (UTS01 R)	Legislative Director
Wender	Joseph	Sen. Edward J. Markey (MAS02 D)	Senior Policy Advisor
Yu	Anna	Sen. Richard Blumenthal (CTS01 D)	Legislative Assistant

# New NY

## NEW YORK CITY

OCTOBER 3-4, 2019

NCTA and its members, we are pleased to invite you to NYC to learn how content gets made and delivered to you and witness firsthand how content producers, writers, and cable operators are collaborating to change the future of video and the face of TV technology.

Sponsor Travel Certification Form and trip itinerary for your trip to the Ethics Committee is attached. To attend this trip, you must submit your paperwork to Ethics no later than September 3. If you would like to attend, please RSVP to Nicolette Stanley (nstanley@ncta.com) to your spot before submitting your paperwork to Ethics.

This invitation is non-transferable.

